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NASA Procedural Requirements

NPR 3600.3Effective Date: November 04,
2013Expiration Date: November
04, 2018**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

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 (NASA Only)

Subject: NASA Voluntary Leave Bank Program

Responsible Office: Office of Human Capital Management[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |
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Chapter 1. General

1.1 The Leave Bank is a pooled fund of annual leave established in accordance with 5 CFR Part 630, Subpart J, which allows employees to donate unused accrued annual leave to be used by any member of the Leave Bank for personal and family medical emergencies, provided certain other criteria are also met.

1.2 Any current full or part-time NASA civil service employee who earns annual leave and contributes at least the minimum amount of annual leave as established by the Leave Bank Board (the Board) may participate in the VLBP.

1.3 Leave in the Leave Bank will only be available to members of the Bank. To become a Leave Bank Member, employees must enroll during an open or individual enrollment period and donate the requisite amount of hours of annual leave as described in Chapter 4 of this NPR.

1.4 A leave recipient may use annual leave granted by the Board only for the purpose of the medical emergency for which the leave recipient was approved and in accordance with the provisions of this NPR and 5 CFR Part 630.1009.

1.5 Leave recipients shall accrue and use annual and sick leave in accordance with the provisions of 5 CFR Part 630.1008.

1.6 The Leave Bank Board shall consist of three members:

- a. A senior management official for the Office of Human Capital Management (OHCM);
- b. One Center Human Resources (HR) Director or alternate; and

Note: This responsibility may only be delegated to the Deputy HR Director, the Employee Relations Officer, or other HR supervisory/management official.

- c. One member of the Labor Caucus of the Agency Labor-Management Forum (ALMF).

Note: Should the ALMF be disbanded, a representative from The American Federation of Government Employees (AFGE) and the International Federation of Professional and Technical Engineers (IFPTE) shall meet to discuss and determine how the Labor seat will be filled.

1.7 The Board shall determine the amount of leave granted from the Leave Bank to a leave recipient.

1.8 The Board shall document decisions related to the granting or denial of leave.

1.9 For VLBP purposes, a "Medical Emergency" is an illness, injury, impairment, or physical or mental condition of

an employee or an employee's family member that will result in an employee's absence from duty without available paid leave for at least 24 work hours (or for part-time or uncommon tour employees, at least 30 percent of the average hours of the employee's scheduled bi-weekly tour of duty, (i.e., 12 hours based on a 40-hour pay period).

Note: The definition of family member is specified in 5 CFR Part 630.902.

1.10 Membership in the Leave Bank by an individual or status as a leave recipient may be terminated, and the individual will not be returned any leave donated to date and/or may be required to repay leave granted for the following reasons:

- a. For providing fraudulent medical documentation;
- b. For falsifying time and attendance information; or
- c. For using donated leave for purposes other than the approved medical emergency.

Note: Disciplinary action may be taken as well, including suspension from work or termination of employment. Disciplinary actions are governed by 5 CFR 752.

1.11 An employee may donate annual leave to the Leave Bank without being a member of the Leave Bank.

1.12 The VLBP may be cancelled by giving at least 30 days written advance notice to existing Bank members, with any remaining leave credited in timely and equitable fashion to either current leave recipients, re-credited to donating employees, or a combination of both in accordance with 5 CFR Part 630.1016.

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